

## Planning for Career Change

Career change is both healthy and a natural life progression. Here are some tips before you take the plunge.



**Step 1: Identify your Likes and Dislikes.** A lot of people change careers because they dislike their job, their manager or their organisation. Identifying the dislikes is often easy however, you will not know what direction to change your career unless you examine your likes. What do you really like doing when you're at work, when you're at home - in your spare time? What excites you? What's your passion?

**Step 2: Research New Careers.** Once you've discovered (or rediscovered) your passion, spend some time researching the types of careers that center around your passions and interests.

**Step 3: Recognise your Transferable Skills.** Leverage some of your current skills and experiences to your new career. There are many skills (such as communication, leadership, numerical etc) that are transferable and applicable to what you want to do in your new career. You may be surprised to see that you already have a firm amount of experience for your new career.

**Step 4: Training and Education.** You may find it necessary to update your skills and broaden your knowledge in order to change careers. If the skill you need to learn is one you could use in your current job, see if your current employer/manager would be willing to assist. Alternatively take a course or two to ensure you really like the subject matter.

**Step 5: Networking.** One of the real keys to successfully changing careers will be your networking abilities. People in your network may be able to give you job leads, offer you advice and information about a particular company or industry, and introduce you to others so that you can expand your network. Even if you don't think you already have a network, you probably do - consider work colleagues, friends, and family members. You can also broaden your network through joining professional organisations in your new field.

**Step 6: Gain Experience.** Remember that you are starting your career again. Obtaining a work trial, part-time job or volunteering in your new career field not only can reinforce your decision, but give you much needed experience in your new career. You might also want to consider temping in your new field. Do whatever it takes to gain the experience.

**Step 7: Job-Hunting Basics.** If it's been a while since you've had to use your job-hunting tools and skills, now is the time for a refresher course. Consider spending some time looking over your CV, job search websites, brushing up on cover letters or interviewing skills.

**Step 8: Be Flexible.** You'll need to be flexible - from your employment status to relocation and salary. Set positive goals for yourself, but expect setbacks and change - and don't let these things get you down.